

**CONFIDENTIAL**  
Security Information  
OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

**FILED: (Reports to weekly)**  
**RETURN TO**  
**RECORDS MANAGEMENT**  
**ADMINISTRATIVE SERVICE**

TO : Chief, General Services  
FROM : Chief, Records Management & Distribution Branch  
SUBJECT: **Weekly** Report of Operations for the period ending  
**23 April, 1953**

A. Personnel

	On Duty	Vacancies	In Process
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Office of Chief	<div style="border: 1px solid black; width: 60px; height: 70px; display: flex; align-items: center; justify-content: center;"> </div>	0	0
Rcds. Mgt. Section		3	6
Rcds. Center Section		2	2
Mail Control Section		<u>1</u>	<u>28</u>
		6	36

25X1

1. No. on leave three days or more:

Records Mgt. Section- 0  
Mail Control Section- 1  
Records Center Sec.- 2

2. No. on special detail out of office 2. How long?

Records Mgt. Section- 1  
Records Center Section- 0  
Mail Control Section- 1

3. Where: **One Records Analyst to Jackson Commission.**  
**One man in Transportation Division as full time Courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0  
Records Center - 0  
Mail Control - 16

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed 2. Recruited by Personnel 2.  
Recruited by this office 0.

B. Administration and Problems:

Records Management Section - There were ☐ persons at the 17 April training session, including the speakers. There are ☐ persons registered for the course, exclusive of General Services personnel. The number of people by grade is as follows:

25X1  
25X1

<u>GRADE</u>	<u>NUMBER</u>
15	<input type="text"/>
14	
13	
12	
11	
9	
7	
6	
5	
4	
-	

25X1

Before the conclusion of the training course, a schedule will be established for records officers to come to ☐ for practice training in correspondence classification. The Administrative file material that was removed from the Mail Control Section is being used for this purpose.

25X1

A written request has been received from ☐ OCD/IR, authorizing the return of all 313 reels of Boar Reports from the Repository. This request calling for the return of these reels, results from improper identification of ozaphane copies and original film in both files. This material was indexed and deposited by OCD library. ☐ has agreed to keep to a minimum the time required to correct these reels.

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25X1

Records Center Section - The Record Center is now filled to the point where action on requests for the storage of inactive material is being delayed until other facilities can be made available.

Mail Control Section - There were no calls for delivery of material to the homes of the Director and Deputy Directors.

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	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	14,018	21,300
Flat-bed Camera	1,668	13,000
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	6	-
References to record material	179	220
Records material destroyed	3	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,232	549
Intelligence Reports	32	63
b. Supplemental Distribution:		
Information Reports	436	229
Intelligence Reports	273	160
Notices	5	54
Regulations	14	145
Others	0	5
c. Initial Distribution:		
Notices	6	3.8
Regulations	1	1.8
Others	0	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	4,590	5,150
Outgoing	7,236	6,550
b. Postage expended	\$ 877.16	\$ 775.00
c. Scheduled Courier trips	240	240
d. Special Courier trips	82	33.4
e. Inter-agency mail by Courier		
Incoming	1,171	770
Outgoing	1,403	1,275
f. Personnel actions:		
Recruitments	0	-
Separations	1	-
g. Use of Motor Pool Vehicles		
Available	12	-
Available but delayed	4	-
Not Available	1	-

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